



To: Mayor and City Council
From: Dylan Mulfinger
Subject: City Administrator Agenda Memo
Date: 7/14/2025

Consent Agenda

1. Consideration of a motion to approve the July 14, 2025 minutes.
2. Claims Resolution in the amount of \$1,027,317.58.
3. Consideration of a motion to approve the Class 'E' Retail Alcohol License renewal for Oelwein Mart.
4. Consideration of a motion approving the glass and metal device permit for Super Mart, 701 S. Frederick Avenue.

Ordinances

5. Consideration of an ordinance amending Chapter 10, Industrial Property Tax Exemption. - First Reading.
 1. The city is starting their code review. This is the second section which is being done. Council reviewed this at a work session and found no edits were needed. The City Attorney reviewed this and provided all code updates to ensure we are compliant with Iowa Code. The City Administrator recommends approving the first reading.

Resolutions

6. Consideration of a resolution approving a development agreement with Wendy Ash Enterprise for the restoration of 1 South Frederick.
 1. This agreement provides \$75,000 to Wendy Ash Enterprise so they are able to restore 1 South Frederick. This prevents a building in the downtown from being torn down. This ensures housing units in the downtown are kept and will support current and future housing. The City Administrator recommends approving the resolution.
7. Consideration of a resolution setting a public hearing for the sale of 27 South Frederick Avenue to Paul and Sharon Schemmel on August 11, 2025 at 6:00PM in the Oelwein Council Chambers.
 1. The City Council discussed this sale at the July 14 City Council meeting. This agreement requires improvements be made by the buyer to keep the property. The fence adjacent to the sidewalk will be required once the city improves the sidewalk. The City Administrator recommends approving the resolution.
8. Consideration of a resolution accepting the completion of Oelwein Municipal Airport Airfield Vault with Woodruff Construction, Inc in the amount of \$244,815.00.



1. The City has completed the lighting vault at the airport. This is where all of the power originates for the airport. The new vault will control the lights on the runway. The city had no setbacks in this project and was satisfied with the outcome. The City Administrator recommends approving the resolution.
9. Consideration of a resolution accepting the completion of 2025 Road Chip Seal Improvement Project with Blacktop Services in the amount of \$533,424.42.
 1. The city did a major chip seal project. This year the city used funding from, former bonds, Road User Tax, Local Option Sales Tax, and Franchise Fees. The city is pleased with the project as the leveling course improves some streets dramatically. The City Administrator recommends approving the resolution.
10. Consideration of resolution accepting the completion of an emergency sewer repair with Bryan Construction in the amount of \$13,720.00.
 1. The repair on South Frederick qualified as an emergency. The city used a local contractor and the project was successful. The handbook allows for emergency expenditure over \$10,000. With the project being complete, we now take the expense to the city council for formal approval as required by the policy. The City Administrator recommends approving the resolution.
11. Consideration of a resolution setting a public hearing for the sale of 613 2nd Avenue SW to Travis Woodward on August 11, 2025 at 6:00PM in the Oelwein Council Chambers.
 1. This lot is located on an old alley. The city has owned it since 2013. Selling this lot will end the mowing and put it back on the tax roll. The lot will be combined with another lot and provide space for 621 2nd Ave SW. The City Administrator recommends approving the resolution.
12. Consideration of a resolution setting a public hearing for the sale of 122 5th Avenue SW to Autumn Eikenborg on August 11, 2025 at 6:00PM in the Oelwein Council Chambers.
 1. The city has owned this lot since 2019. This will provide a larger lot for 130 5th Ave SW. This will help the city mow less yards and add back tax revenue. The City Administrator recommends approving the resolution.
13. Consideration of a resolution setting a public hearing for the sale of 217 4th Avenue NW to Matthew and Mary Wildebour on August 11, 2025 at 6:00PM in the Oelwein Council Chambers.
 1. The city was approached by 321 2nd St. NW to purchase 217 4th Ave NW. The city required 217 fix their garage before the lot would be sold. 217 has fixed their garage and selling 321 would end the mowing Furthermore it would put the property back on the tax roll. The city has owned this property since 2022. The City Administrator recommends approving the resolution.